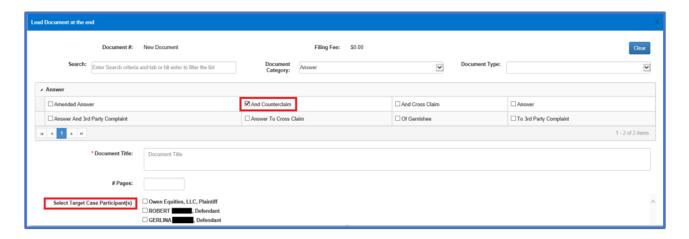
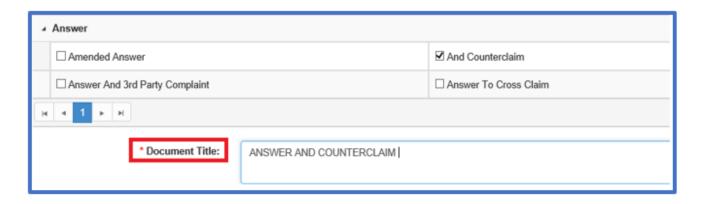
How to Select Case Participants when Filing a Counter Claim, Cross Claim, or Third-Party Complaint

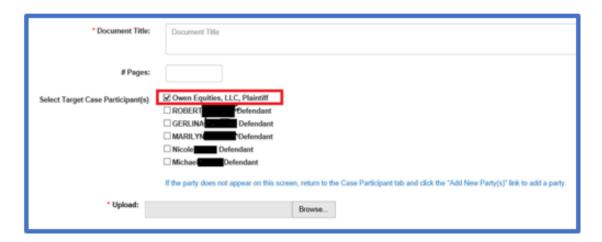
1. If a Counter Claim, Cross Claim or Third-Party Complaint is selected on the Document tab, a new section at the bottom of the screen will appear asking you to 'Select Target Case Participants'.



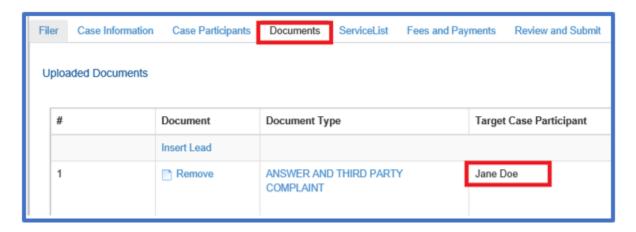
2. Enter the name of the document in the 'Document Title' box.



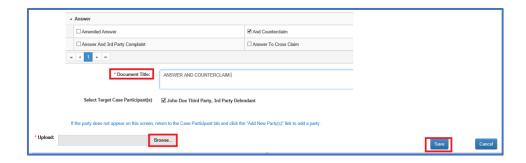
3. Select the party you are filing the Counter Claim, Cross Claim or Third-Party Complaint** against.



4. The DOCUMENTS tab will show the chosen "Target Case Participants".

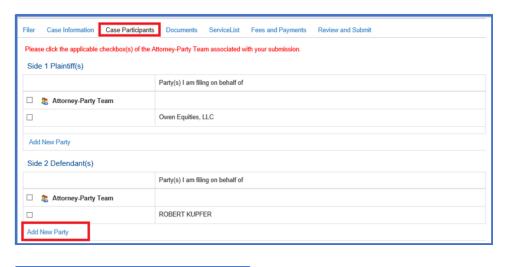


5. Click 'Browse' to upload a document from the user's computer. Click 'Save'.



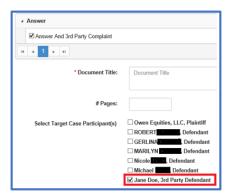
6. eFileAZ will generate a summons for each Target Case Participant when choosing either Answer and Third-Party Complaint or Third-Party Complaint.

- 7. If you are submitting a document other than a Third-Party Complaint and the Party does not appear on this screen, please contact the Clerk of Court to request the party be added to the case record. Please allow 1 hour after contacting the Clerk of Court before re-trying your submission.
- **If you are submitting a Third-Party Complaint and the Third-Party Defendant does not appear on this screen, return to the Case Participant tab and click the 'Add New Party' link. Select Third-Party Defendant from the 'Party Role' drop-down and enter the party's information.





Return to the Documents Tab, choose 'Answer and Third-Party Complaint', and the newly added Third-Party Defendant will appear as a Target Case Participant. Follow steps 4-7 listed above to complete the process.



If you have questions, please contact the AOC Support Center at 602-452-3519 or 800-720-7743 or visit https://azcourts.gov/efilinginformation